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ABSTRACT

A first attempt to codify interlibrary loan patterns in Wisconsin, these guidelines are the result of an eight month study by a committee representing all types of libraries and geographic areas of the state. An introduction outlines and comments on interlibrary loan responsibilities, operating assumptions, principles, and goals. Comments on a diagram of the proposed patterns, a list of issues requiring further study, and definitions are also provided. The main body of the report describes the recommended interloan patterns for public, school, academic, special, and health science libraries. Appendices include study committee membership, committee goals and objectives, the 1976 interlibrary cooperation plan, and priority resolutions from the governors conference on library and information services. (RAA)

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WISCONSIN INTERLIBRARY LOAN GUIDELINES

Sponsored By

Council of Wisconsin Librarians
Council on Library Development
Wisconsin Division for Library Services

May, 1980

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PREFACE

The Wisconsin Interlibrary Loan Guidelines are the result of eight months work by the Committee on Statewide Interlibrary Loan and Reference Referral Patterns. The Committee was jointly sponsored by the Division for Library Services, Council of Wisconsin Librarians and Council on Library Development.

The impetus for forming this Committee grew out of concern in the library community about the actual or potential impact on interlibrary loan of OCLC and the developing Wisconsin Union List of Serials, and to follow up on relevant recommendations made by the 1975-76 Task Force on Interlibrary Cooperation and Resource Sharing, the 1978 Wisconsin Governor's Conference on Library and Information Services and other related studies and planning efforts (e.g., UW System Library Planning Study Committee Report and 1978 Workshop on Area Patterns for Resource Sharing).

On March 29, 1979, representatives of the Council of Wisconsin Librarians, the Council on Library Development and the Division for Library Services met to discuss the proposed interloan committee. They determined that the Committee should consist of approximately twenty persons, representing all types of libraries and geographic areas of the state, and should include library directors, interlibrary loan librarians and representatives of state-level resource libraries. December was set as the deadline by which the Committee was to complete its work.

The Committee was established to develop and propose guidelines for area-to-area, state-level and out-of-state interlibrary loan and reference referral patterns, taking into consideration intra-area interlibrary loan and reference referral patterns.

At meetings throughout the summer and fall of 1979, the Committee considered existing and possible interlibrary loan patterns and models; interlibrary loan costs; the impact of OCLC and the OCLC interloan subsystem; the impact of union lists and other resource sharing tools; and various library planning efforts and studies.

The Committee submitted its draft recommendations to the Division for Library Services, the Council on Library Development, and the Council of Wisconsin Librarians in January, 1980. These organizations studied and approved the draft recommendations in February and May and requested that the resulting Wisconsin Interlibrary Loan Guidelines be published and widely distributed to librarians throughout the state.

These recommendations for interloan are a first attempt to codify interloan patterns for Wisconsin. There will and should be modifications in the Guidelines to reflect new developments in technology, the availability

of union lists and other changes in the library community. It is expected that these recommendations will be formally reviewed by a representative committee of librarians during 1980. If you would like to comment on the Guidelines in general or the interloan patterns specifically, please contact one of the members of the Committee (Appendix A) or Peg Branson or Betsy Merriam (Wisconsin Division for Library Services, 125 Webster Street, Madison, Wisconsin 53702 (608) 266-2413.

INTRODUCTION

Interlibrary Loan Responsibilities

These Guidelines constitute a voluntary agreement adopted by the Council of Wisconsin Librarians, Council on Library Development, and Wisconsin Division for Library Services, February and May, 1980, to guide interlibrary loans among libraries in the State of Wisconsin. These Guidelines are based on the premise that lending among libraries for the use of an individual in the State of Wisconsin is in the public interest and should be encouraged. However, liberal lending should be no substitute for the development of adequate collections based on the needs of the service areas represented in libraries and library systems.

Purpose

Since it is increasingly evident that it is impossible for any individual library to be self-sufficient, and in the belief that the furtherance of knowledge is in the public interest, interlibrary borrowing and lending is regarded by the libraries abiding by these guidelines as essential to library service.

Responsibility of Lending Libraries

Libraries will practice as liberal and unrestrictive a lending policy as is possible in interlibrary loans, with due consideration to the interest of their primary clientele.

Responsibility of Borrowing Libraries

It is recognized that interlibrary lending does not relieve any library of the responsibility for developing its own collection. Each library will provide the resources to meet the recurring study, educational, instructional, informational, and research needs of its users. Requests to borrow from other libraries will be limited to those items which the library might not be expected to own. No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service.

Scope

Any type of library material or information needed for the purposes of study, instruction, information, or research may be requested on loan or in photocopy from another library. The lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent. These decisions may be determined by the nature of the material, its physical condition or the degree of active demand for the material requested.

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Definitions and Abbreviations

The interloan guidelines contained in this document utilize terms which may be perceived differently by various librarians or other users of the Guidelines. Certain terms are defined here as they are used in the Guidelines.

Area:

1. If you are located in an area where there is a multitype library organization, your area is defined as that of the multitype library organization.

2. If you are located in an area where there is no multitype library organization, but where there is a public library system, your area is defined as that of the public library system.

3. If you are located in an area where there is not a public library system or area multitype library organization, your area is defined as the county in which your library is located.

Note: Health science libraries will relate to the resource sharing areas for non-health related materials as individual libraries and relate to their health science consortium/network for health science requests.

Clearinghouse:

A library or agency which acts to fill and/or refer requests for materials or information at the area or state level.

Interlibrary Loan:

A transaction in which library material, or copies of the material, are made available by one library or information service to another upon request.

Dedicated Interloan Collection/Service:

Service or collection used primarily as backup for filling interlibrary requests.

WILS - Wisconsin Interlibrary Loan Service
RLL - Reference and Loan Library
MPL - Milwaukee Public Library
WULS - Wisconsin Union List of Serials
MINITEX - Minnesota Inter-Library Teletype Exchange
MHSLN - Midwest Health Science Library Network

INTRODUCTION

Assumptions, Principles and Goals

The Wisconsin Interlibrary Loan Guidelines are based on certain principles which are in turn based upon certain assumptions. For example, the recommended patterns for interlibrary loan and reference referral depend heavily on the principle that "resources in an area should be explored and utilized before state level resources are tapped." That principle is based on the assumption that "all areas have some resources to share."

Other basic, shared assumptions, principles and goals are included here to explain the context in which the Guidelines were developed. This list may not be exhaustive, but does provide some background material for users of the Guidelines.

Assumptions	Principles	Goals (s.t. = short term, l.t. = long term)
1. It is cost efficient to build on existing strengths. All types of libraries and information services have occasion to use other types of libraries.	1. All types of libraries and information services should have access to all other types (directly or through a clearinghouse).	1. All types of libraries and information services (including those often forgotten, such as state agency, special, institutional, media centers, etc.) should be included in the statewide interlibrary loan plan.
2. Each area in the state will have a resource sharing plan in operation to enable it to exhaust area resources.	2. The contributions and needs of all types of libraries and information services should be included in area plans (school, special, public, academic and free standing information services.)	2. Each area in the state should plan a resource sharing operation which would enable libraries and information services in the area to exhaust local resources.
3. All areas have some resources to share. It is probably faster and more cost effective to utilize area resources before tapping state level resources.	3. Resources in an area should be explored and utilized before state level resources are tapped. State level resources should be used as a back-up to area resources.	3. Each area of the state should develop a plan which includes the patterns for interlibrary loan/reference referral within the area and which identifies the designated area clearinghouse(s)/library(ies).
4. Sharing is a two way road.	4. Libraries and information services which participate as users should be willing to participate as providers.	4. Libraries and information services should adopt, insofar as possible, interloan policies conducive to sharing resources.

Assumptions	Principles	Goals (s.t. = short term, l.t. = long term)
5. In the resource sharing process some libraries and information services give far more than they receive. Some libraries and information services whose resources are in demand have neither the funding nor the mandate to provide this service.	5. To equalize access to information for the Citizens of Wisconsin via not-for-profit libraries and information agencies and to reduce the strain on information rich resources, state funding should be available to support resource sharing activities.	5. State funding should be sought to provide the following back-up interloan reference services to all types of libraries: -basic support for WILS and RLL as the state's two dedicated interloan collections/services. -supplementary funding for other heavily used state level resources (Milw. Public Library, campus professional libraries, etc.)
6. The availability of holdings location information for Wisconsin libraries is now uneven.	6. Good holdings information is important for many resource sharing goals including: -fast service -efficient service -equalizing interloan load -resource development	6. Lists should be developed to show Wisconsin's - -major state level resource library current holdings (s.t.) -area library holdings for area use (s.t.) -unique resources (l.t.)
7. At present the OCLC data base presents problems as a holdings list. -few Wisconsin libraries have entered restrospective holdings. -some important resources are not included. -withdrawals are not uniformly reported. -few holdings of some types are listed (reports, AV materials, etc.) -area holdings are not widely represented.	7. As an important tool, OCLC should be improved for Wisconsin.	7. The following steps should be taken: -correct existing holdings information (s.t.) -add current holdings for major resource libraries not now participating. (s.t.) -add retrospective holdings for major resource libraries. (l.t.) -give OCLC feedback on needed improvements. -area holdings should be added for area resource sharing.
8. OCLC may never be a suitable tool for recording some valuable Wisconsin holdings.	8. Methods other than OCLC for recording, reporting and accessing special collections and resources should be explored.	8. All levels of the resource sharing network should explore alternate tools (such as clearinghouses, union lists, directories, etc.) for recording, reporting and accessing resources.

Assumptions	Principles	Goals (s.t. = short term, l.t. = long term)
9. The Wisconsin Union List of Serials is incomplete in its present state.	9. Broad participation in WULS should be encouraged and supported.	9. Participation in and continuation of WULS should be encouraged through: -identification of collections for inclusion. -development of a priority list for inclusion. -funding to allow participation. -development of methods and funding for updating.
10. Area union lists are needed.	10. Area union lists should be encouraged and supported.	10. Area union lists should be developed and each should be based on a format compatible with WULS to allow for easy inclusion of all or part of the area list in the Wisconsin list.
11. Participating libraries need a mechanism for providing feedback about state level services. State level providers need to be able to plan state level library services in a coordinated comprehensive way.	11. All participating libraries need a voice in the governance and operation of an interlibrary loan and reference referral network.	11. A governance mechanism should be planned which allows for input from users and providers, from the area and the state level.
12. Things change: many factors affecting resource sharing are subject to rapid change.	12. All participating libraries need a voice in planning and revising an interlibrary loan and reference referral network.	12. A state level governance mechanism should be designed to be representative of users and providers and should provide for regular review and revision of the interlibrary loan and reference referral patterns.
13. Some resources needed regularly by Wisconsin library users as a whole may not be collected at all or in sufficient numbers to meet the need; or if collected may not be readily available to secondary users of interlibrary loan.	13. Wisconsin needs a dedicated interloan collection/service to handle requests for materials which are not readily available from/or collected by other librarians.	13. Collection development guidelines should be written for a dedicated interloan collection. This collection would include materials too frequently needed in Wisconsin for out-of-state referral and yet not readily available from a Wisconsin library.

Assumptions	Principles	Goals

s.t. = short term
l.t. = long term

14. Not all materials needed by Wisconsin citizens will be found in Wisconsin.	14. The interloan and reference referral network should seek to develop Wisconsin's resources to meet most needs and tap regional and national sources when necessary in order to fully serve Wisconsin citizens.	14. The Wisconsin interloan and reference referral network should develop and make accessible: area (s.t.) and state level (s.t.) resources, and further, should improve its links with regional (l.t.) and national (l.t.) resources.

INTRODUCTION

Comments on the Interloan Patterns

The Committee on Statewide Interlibrary Loan and Reference Referral Patterns was charged to develop and propose specific guidelines for interloan beyond the area level (as defined on page 2), taking into consideration intra-area interloan patterns. The patterns which have resulted from this effort and which are described on pages 14 through 19 reflect a hierachical structure for the overall state interloan network and assume the presence of the following levels:

A. Library Level
B. Area Level
C. State Level
   1. State resource libraries
   2. Specialized resource libraries
D. Out-of-state

Similarity to current practice

The interloan patterns described in this report are in some ways a codification of existing Wisconsin practice. Many of the underlying assumptions, principles and goals are not really new; for instance, it is common practice at the individual library level to be certain that requests cannot be filled from one's own collection before trying to obtain materials from another source. However, what librarians do with a request when it cannot be filled in-house has not been uniform or clear, but has varied depending on area resource sharing plans, the type of library and the individual library's policies. At the area level, in some parts of the state there has been an implicit or explicit policy to try to check the resources of other area libraries and information services before sending the request further afield. However, this has not been systematic as it is in the interloan patterns proposed in these Guidelines. (See page 14.) An aspect of the Guidelines which continues current practice is the funneling of school requests through the public library system headquarters or other designated area clearinghouse to get from the area level to a state level resource library.

At the state level, there continues to be general agreement that while most requests will be appropriately filled by state level resource providers (usually those libraries reimbursed by state funding, contract or fees to provide other libraries with interlibrary loan requests), some other specialized request will be more appropriately sent directly to a specialized library or agency. For out-of-state requests, the new patterns reflect current practice; where no formal channel for out-of-state referral exists, the originating libraries (after exhausting state resources) will send directly to libraries outside the state where a reasonable success ratio can be anticipated. Where formal channels have been developed, as with WILS and MINITEX (Minnesota), the Reference and Loan Library and the Illinois State Library, and the Wisconsin Health Science Library Network with the Biomedical Communications Network, these channels will continue to be used. For requests coming into the state, each library follows its own policy for out-of-state requests.

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Changes in current practice

There are some major recommended changes in the Guidelines from what has been current interloan practice. The new patterns have both philosophical and practical variances from the status quo. For example, a philosophical change is the similarity in patterns regardless of type of library. The Wisconsin Interloan Patterns (pages 14 through 19) are presented by type of library:

I. Public
II. School
III. Academic
IV. Special (includes institution, vocational, health science non-health related requests, industrial, business and state agency libraries)
V. Health Science

The format for each type of library follows the same basic organization:

A. Library Level
B. Area Level
C. State Level
   1. State resource libraries
   2. Specialized resource libraries
D. Out-of-state

There are some differences in the patterns, especially in paragraph C.1. in each description. This paragraph defines the appropriate state level resource library for the type of library being discussed. However, variation is minimal. This was done to make the patterns easier to follow, both for librarians around the state in developing area multitype library area resource sharing plans and for state level resource library directors in planning their back-up services as consistently as possible for all types of libraries and for the state as a whole.

The changes

1. Bringing special/health science libraries into the network.

   As discussed above, an attempt was made to look at the interloan patterns for all types of libraries and to make allowances in the Guidelines for unique differences, perhaps best illustrated in the special library and health science library sectors. In this way, the unique patterns of special/health science libraries are included as a part of the Wisconsin state interlibrary loan network, rather than being considered "out of network" requests and omitted from the Guidelines. The Committee de-emphasized the differences between and among types of libraries from the planning of and participation in the state interlibrary loan network. This approach gives these libraries a more integral place with public, academic and school libraries and has implications for such issues as the effective utilization of all Wisconsin resources as well as the complicated issues relating to interloan costs and reimbursement.

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2. Opening up access to RLL, WILS and MPL for designated area clearinghouses/libraries.

   This is a major change which allows OCLC and WULS location-identified requests from libraries regardless of type to be sent to either RLL, WILS or MPL. It is important to note that for requests to go directly to RLL, WILS or MPL (see C.1.a), they must be forwarded via the public library system headquarters or other designated area clearinghouse/library and the order for accessing RLL, WILS and MPL varies based on the type of library originating the request. The reasoning behind this change is that it would save time to go directly for location identified requests.

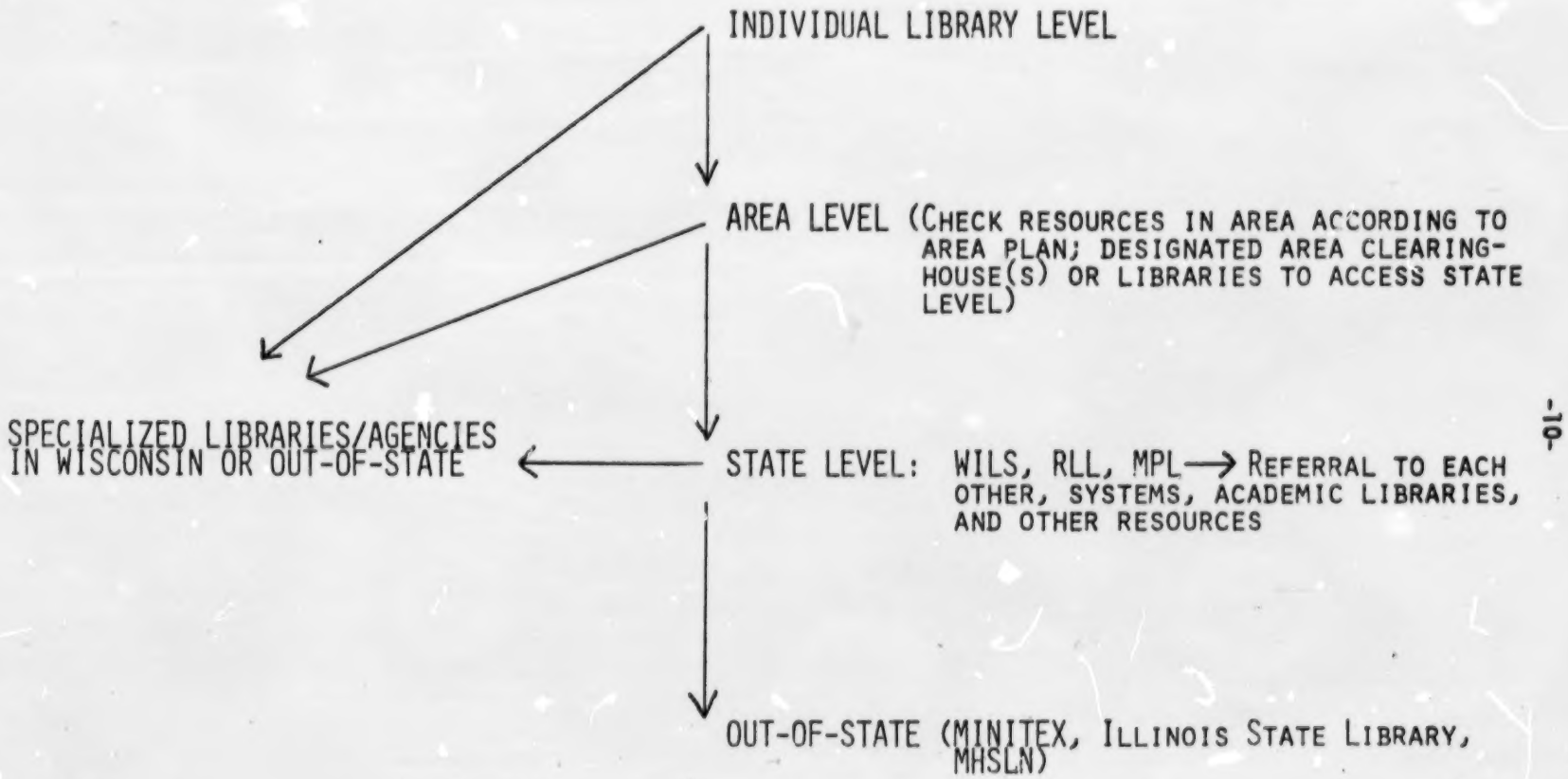
3. Fiscal impact.

   The recommendations in the Guidelines have implications for increases or changes in the distribution of state funds for reimbursement of interlibrary loan costs at the state and area levels (e.g., state contracts for interloan service, funding for union lists, automation projects, reimbursement of net lenders).

4. Developing intra-area interloan plans.

   The patterns recommended in these Guidelines are based on strong area interloan programs. Since some areas of the state do not have interloan patterns developed, it is expected that not all areas of the state will be able to immediately follow all the patterns recommended in these Guidelines. It is important to note that in these Guidelines the Committee does not eliminate any existing interloan options, but rather opens up more options for direct access to state level resource libraries for those libraries in areas of the state where plans for interlibrary loan among all types of libraries have been developed. (See page 12 for further discussion of area resource sharing plans.)

Diagram of Recommended Interloan Patterns


INDIVIDUAL LIBRARY LEVEL
AREA LEVEL (CHECK RESOURCES IN AREA ACCORDING TO AREA PLAN; DESIGNATED AREA CLEARING-HOUSE(S) OR LIBRARIES TO ACCESS STATE LEVEL)
SPECIALIZED LIBRARIES/AGENCIES IN WISCONSIN OR OUT-OF-STATE
STATE LEVEL: WILS, RLL, MPL → REFERRAL TO EACH OTHER, SYSTEMS, ACADEMIC LIBRARIES, AND OTHER RESOURCES
OUT-OF-STATE (MINITEX, ILLINOIS STATE LIBRARY, MHSLN)

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INTRODUCTION

Issues to Consider Further

As the Committee was developing guidelines for interloan patterns, issues arose that the Committee felt: it did not have enough information on to properly consider; it did not have enough time to properly evaluate; had monetary implications over which it had no control.

As a result, the Guidelines are considered to be evolutionary in nature. Some of the recommendations in the Guidelines are considered to be short-term recommendations others more long-term. Among the issues the Committee felt needed further consideration over the next year are the following:

-- The impact of union lists and other resource sharing tools on interloan patterns, especially OCLC, the Milwaukee shelf list, and the developing Wisconsin Union List of Serials.

-- The special nature of reference referral requests versus straight author/title requests.

-- The impact of significant increases in interloan volume across the state, particularly if direct area to area sharing were encouraged.

-- Direct access to WILS regardless of type of library.

-- Appropriate funding of WILS, i.e., full state funding.

-- Whether or not RLL and WILS should refer requests they cannot fill through their current arrangements, anywhere in the country.

-- Intra-area resource sharing.

-- The implications of the NEWIL area and other area interlibrary loan studies.

-- The recommendations of the Automation Study Committee.

-- The establishment of a mechanism for review of area resource sharing plans and periodic revision of the Interlibrary Loan Guidelines.

AREA RESOURCE SHARING

Interlibrary loan or the sharing of resources among libraries within areas of the state is basic to the recommendations in these Guidelines. Every section of the Guidelines has implications for intra-area interlibrary loan and reference referral programs. The Committee did not develop a detailed design of how intra-area interlibrary loan would work or which area libraries should be designated to send requests to state level resource libraries (i.e., RLL, WILS or MPL). However, the Committee, wanting to ensure that area resources were exhausted before requests were referred to the state level, recommended that area libraries develop a plan for intra-area resource sharing. This plan should outline the interloan patterns that are used in the area and should identify the designated clearinghouse(s), library(ies) that could access RLL, WILS and MPL.

Developing an Area Plan

All areas of the state should develop a plan for the sharing of materials among all types of libraries within the area.

1. Who should develop the area plan.

   Planning or selecting an area plan for resource sharing should include representatives from all types of libraries in the area, from different geographic/demographic areas.

2. What the plan should include.

   -- People involved in the planning.

   -- Patterns for sharing within the area (who shares with whom, what tools are used to share).

   -- The names of clearinghouse(s)/library(ies) designated to access RLL, WILS and MPL.

3. Who gets the plan at the state level.

   The area plan should be sent to:

   A. Betsy Merriam or Peg Branson
      Division for Library Services
      125 Webster Street
      Madison, WI 53702

   to be forwarded to a review committee. The review committee will be composed of representatives of state level resource libraries and the Statewide Interlibrary Loan Committee. The review committee will review the area plan to ensure overall compatibility with the Guidelines and to ensure the ability of state resource libraries to provide service.

4. Acceptance of the plan.

   If the area plan is accepted by the review committee, the new interloan options outlined in the Guidelines can be used. If there is no area

AREA RESOURCE SHARING

plan, libraries can continue to use the interloan channels available to them before the Guidelines were written. Public library systems and WILS members can use the new patterns conditionally for one year. By the end of that year, if no area plan has been accepted, the ability of these libraries to use the new patterns (i.e., direct access to RLL, WILS and MPL as outlined in the patterns) will be stopped.

Options for Sharing within Areas

Some areas of the state already have methods for checking and utilizing area resources; others have no established methods. Two possible patterns that can and are being used to channel the flow of interloan requests are:

A. Unstructured/Direct Pattern
B. Clearinghouse(s) Pattern

Both patterns are used in combination or with variation/modification in many areas of Wisconsin and elsewhere.

1. Unstructured/direct pattern:

In the unstructured/direct pattern, interloan requests are sent directly to any library in the area. If a request is filled, the material and/or information is sent to the requesting library. If a request if not filled: (a) the library receiving the request can refer it on to another library in the area for filling; or (b) the request can be returned to the requesting library, which can then send the request to another library in the area.

2. Clearinghouse(s) pattern:

In the clearinghouse(s) pattern, one or more libraries serve as clearinhgouses and all interloan requests in the area are sent directly to those libraries. How interloan requests are channeled within the area would depend on which libraries serve as clearinghouse libraries and why. If a request is filled, the material and/or information is sent to the requesting library. If a request if not filled, the clearinghouse which initially received the request can refer the request to another library in the area or out of the area.

The libraries selected to be area clearinghouses will probably be selected because of the type of materials they hold (e.g., a strong film collection or a strong periodicals collection), because their collections would be appropriate to back up the resources of a particular type of library (e.g., a large public library serving as a back-up to several small public libraries), and/or because they hold specialized collections in particular fields.

WISCONSIN INTERLOAN PATTERNS

I. PUBLIC LIBRARIES*

A. Library Level

Be certain that requests for materials or information cannot be filled from your own collection in a timely fashion.

B. Area Level

Send requests for materials or information not available in your own collection to any type of library and information service within your area, following the patterns established by the libraries in your area.**

C. State Level

1. State resource libraries

Send requests for materials or information not available in your area to a state level resource library via the public library system headquarters or other designated area clearinghouse(s)/library(ies).** The system headquarters or other designated area clearinghouse(s)/library(ies) will:

(a) Send requests for materials identified on OCLC or in the Wisconsin Union List of Serials as being available from either RLL, Milwaukee Public Library or UW-Madison libraries through WILS, directly to RLL, WILS or MPL. If an item is identified on OCLC or in WULS as being held by more than one of those libraries, send to one of the libraries in the following order:

1. RLL
2. MPL
3. WILS

RLL, WILS and MPL will automatically refer requests they cannot fill to the following libraries/agencies (not listed in order of referral):

1. MPL: Refers unfilled requests to RLL.
2. WILS: Refers unfilled requests to: RLL, MINITEX, MHSLN, other academic libraries in Wisconsin.
3. RLL: Refers unfilled requests to: MPL, WILS, Illinois State Library, UW-Madison Information Services Division, public library systems in Wisconsin (excluding area of origin of request).

(b) Send all other requests for materials or information to RLL. (RLL will refer requests as in C.1.(a) above.)

*Includes all public libraries, whether in a system or not. This could also be the pattern for other types of libraries if their requests are handled by public libraries or public library system headquarters.

**The definition of "area" is found on page 2. A discussion of area resource sharing patterns and access to state level resource libraries is found on pages 12 through 13.

2. Specialized resource libraries
Send requests for very specialized materials or information (e.g., county microfilm census records) not available in your area and not likely to be available in C.1. on the preceding page to any specialized state level resource library or agency which will serve you directly and where a reasonable success ratio can be anticipated (e.g., State Historical Society, state agencies, BAVI, etc.).

D. Out-of-state

Send (according to your area plan) requests for materials or information not available in Wisconsin to any library outside Wisconsin (not already contacted in C. on the preceding page) which will serve you directly and where a reasonable success ratio can be anticipated (e.g., Library of Congress, National Archives, etc.). For requests coming in to the state, each library follows its own lending policy.

II. SCHOOL LIBRARIES

A. Library Level

Be certain that requests for materials or information cannot be filled from your own collection in a timely fashion.

B. Area Level

Send requests for materials or information not available in your own collection to any type of library and information service within your area, following the patterns established by the libraries in your area.* Note: School libraries participating in a CESA or other specialized information agency ILL/RR program should utilize appropriate services also before going to the state level.

C. State Level

1. State resource libraries
Send requests for materials or information not available in your area to a state level resource library via the public library system headquarters or other designated area clearinghouse(s)/library(ies).* The system headquarters or other designated area clearinghouse(s)/library(ies) will:

(a) Send requests for materials identified on OCLC or in the Wisconsin Union List of Serials as being available from either RLL, Milwaukee Public Library or UW-Madison libraries through WILS, directly to RLL, WILS or MPL. If an item is identified on OCLC or in WULS as being held by more than one

*The definition of "area" is found on page 2. A discussion of area resource sharing patterns and access to state level resource libraries is found on pages 12 through 13.

of those libraries, send to one of the libraries in the following order:

1. RLL
2. MPL
3. WILS

RLL, WILS and MPL will automatically refer requests they cannot fill to the following libraries/agencies (not listed in order of referral):

1. MPL: Refers unfilled requests to RLL.
2. WILS: Refers unfilled requests to: RLL, MINITEX, MHSLN, other academic libraries in Wisconsin.
3. RLL: Refers unfilled requests to: MPL, WILS, Illinois State Library, UW-Madison Information Services Division, public library systems in Wisconsin (excluding area of origin or request).

(b) Send all other requests for materials or information to RLL. (RLL will refer requests as in C.1.(a) on the preceding page.)

2. Specialized resource libraries

Send requests for very specialized materials or information (e.g., professional educational) not available in your area and not likely to be available in C.1. on the preceding page to any specialized state level resource library or agency which will serve you directly and where a reasonable success ratio can be anticipated (e.g., WDP at DPI, BAVI, Wisconsin Association of School Boards, etc.).

D. Out-of-state

Send (according to your area plan) requests for materials or information not available in Wisconsin to any library outside Wisconsin (not already contacted in C. on the preceding page) which will serve you directly and where a reasonable success ratio can be anticipated (e.g., Library of Congress, Educational Research Service, National Archives, etc.). For requests coming in to the state, each library follows its own lending policy.

III. ACADEMIC LIBRARIES

A. Library Level

Be certain that requests for materials or information cannot be filled from your own collection in a timely fashion.

B. Area Level

Send requests for materials or information not avaialble in your own collection to any type of library and information service within your

area, following the patterns established by the libraries in your area.*

C. State Level

1. State resource libraries**
Send requests for materials or information not available in your area to a state level resource library via the designated area clearinghouse(s)/library(ies).* The designated area clearinghouse(s)/library(ies) will:

(a) Send requests for materials identified on OCLC or in the Wisconsin Union List of Serials as being available from either RLL, Milwaukee Public Library or UW-Madison libraries through WILS, directly to RLL, WILS or MPL. If an item is identified on OCLC or in WULS as being held by more than one of those libraries, send to one of the libraries in the following order:

1. WILS
2. RLL
3. MPL

WILS, RLL and MPL will automatically refer requests they cannot fill to the following libraries/agencies (not listed in order of referral):

1. MPL: Refers unfilled requests to RLL.
2. WILS: Refers unfilled requests to: RLL, MINITEX, MHSLN, other academic libraries in Wisconsin.
3. RLL: Refers unfilled requests to: MPL, WILS, Illinois State Library, UW-Madison Information Services Division, public library systems in Wisconsin (excluding area of origin of requests).

(b) Send all other requests for materials or information to WILS if you are a WILS member.
(WILS will refer requests as in C.1.(a) above.)

2. Specialized resource libraries
Send requests for very specialized materials or information not available in your area and not likely to be available in C.1. above to any specialized state level resource library or agency which will serve you directly and where a reasonable success ratio can be anticipated (e.g., State Historical Society, state agencies, BAVI, UW-Information Services Division, etc.).

*The definition of "area" is found on page 2. A discussion of area resource sharing patterns and access to state level resource libraries is found on pages 12 through 13.

**Direct access to WILS by members is not affected by these Guidelines.

WISCONSIN INTERLOAN PATTERNS

D. Out-of-state

Send (according to your area plan) requests for materials or information not available in Wisconsin to any library outside Wisconsin (not already contacted in C. on the preceding page) which will serve you directly and where a reasonable success ratio can be anticipated (e.g., Library of Congress, National Archives, etc.). For requests coming in to the state, each library follows its own lending policy.

IV. SPECIAL LIBRARIES

(Includes state institution, state agency, business and industry, vocational school libraries, and health science library non-health related requests.)

A. Library Level

Be certain that requests for materials or information cannot be filled from your own collection in a timely fashion.

B. Area Level

Send requests for materials or information not available in your own collection to any type of library and information service within your area, following the patterns established by the libraries in your area.*

C. State Level

1. State resource libraries

Send requests for materials or information not available in your area to a state level resource library via the designated area clearinghouse(s)/library(ies).* The designated area clearinghouse(s)/library(ies) will:

(a) Send requests for materials identified on OCLC or in the Wisconsin Union List of Serials as being available from either RLL, Milwaukee Public Library or UW-Madison libraries through WILS, directly to RLL, WILS or MPL. If an item is identified on OCLC or in WULS as being held by more than one of those libraries, send to one of the libraries in the following order:

1. RLL
2. WILS
3. MPL

RLL, WILS and MPL will automatically refer requests they cannot fill to the following libraries/agencies (not listed in order of referral):

*The definition of "area" is found on page 2. A discussion of area resource sharing patterns and acce-s to state level resource libraries is found on pages 12 through 13.

WISCONSIN INTERLOAN PATTERNS

1. MPL: Refers unfilled requests to RLL.
2. WILS: Refers unfilled requests to: RLL, MINITEX, MHSLN, other academic libraries in Wisconsin.
3. RLL: Refers unfilled requests to: MPL, WILS, Illinois State Library, UW-Madison Information Services Division, public library systems in Wisconsin (excluding area of origin of requests).

(b) Send all other requests for materials or information to RLL. (RLL will refer requests as in C.1.(a) on the preceding page.)

2. Specialized resource libraries

Send requests for very specialized materials or information (e.g., technical reports, standards specifications) not available in your area and not likely to be available in C.1. on the preceding page to any specialized state level resource library or agency which will serve you directly and where a reasonable success ratio can be anticipated (e.g., State Historical Society, state agencies, BAVI, UW-Information Services Division, UW-Madison Middleton Health Science Library, Medical College of Wisconsin, etc.).

D. Out-of-state

Send (according to your area plan) requests for materials or information not available in Wisconsin to any library outside Wisconsin (not already contacted in C. on the preceding page) which will serve you directly and where a reasonable success ratio can be anticipated (e.g., Library of Congress, National Archives, etc.). For requests coming in to the state, each library follows its own lending policy.

V. HEALTH SCIENCE LIBRARIES

(For health related materials.*)

A. Library Level

Be certain that requests for materials or information cannot be filled from your own collection in a timely fashion.

B. Area Level

Send requests for materials or information not available in your own collection to any type of library and information service within your area, your WHSLN consortium and other consortia, as appropriate, following the patterns established by the libraries in your area.**

*For non-health related materials, follow the ILL/RR patterns for special libraries, Section IV.

**The definition of "area" is found on page 2. Health Science consortium ILL patterns are decided at the consortium level.

WISCONSIN INTERLOAN PATTERNS

C. State Level

Send requests for materials or information not available at the area/consortium level to one of the two WHSLN Resource Libraries. Health Science libraries in the seven southeastern counties of Wisconsin should send requests to the Medical College of Wisconsin in Milwaukee. All other Wisconsin Health Science libraries should send requests to the UW-Madison Middleton Health Science Library. The UW-Madison Middleton Health Science Library or the Medical College of Wisconsin will refer requests to RLL or WILS as appropriate. Requests which should not be forwarded out of the health science network should be so identified by the original borrowing library.

D. Out-of-state

Requests not filled in the state for which specific holdings information can be found and for which sufficient bibliographic information is available will be forwarded automatically within the MHSLN (Midwest Health Science Library Network) and/or the National Library of Medicine and beyond.

APPENDIX A

COMMITTEE ON STATEWIDE INTERLIBRARY LOAN AND REFERENCE REFERRAL PATTERNS IN WISCONSIN: MEMBERS

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APPENDIX B

COMMITTEE ON STATEWIDE INTERLIBRARY LOAN AND REFERENCE REFERRAL PATTERNS IN WISCONSIN: GOAL AND OBJECTIVES

GOAL:

To develop and propose guidelines for statewide interlibrary loan and reference referral patterns, including;

- area to area level interlibrary loan and reference referral
- area to state level interlibrary loan and reference referral
- state level resource library interlibrary loan and reference referral
- out-of-state interlibrary loan and reference referral

taking into consideration intra-area interlibrary loan and reference referral patterns.

OBJECTIVES:

1. To analyze existing and possible interlibrary loan patterns and models.

2. To consider costs for statewide interlibrary loan and reference referral, including both fee/contract costs and other interlibrary loan related costs.

3. Assess the impact of OCLC and OCLC interlibrary loan subsystem and other automated systems on interloan patterns and policies.

4. Assess the impact of the Wisconsin Union List of Serials and other union lists and directories on interloan patterns and policies.

5. Assess the impact of current library planning efforts and studies (e.g., UW System Library Planning Study, Wisconsin Governor's Conference on Library and Information Service, 1978 Workshop on Area Patterns for Resource Sharing, interloan recommendations of the Task Force on Interlibrary Cooperation) on interloan patterns and policies.

6. Consider the responsibilities and rights of borrowing and lending libraries and other guidelines necessary for efficient interlibrary loan operations.

APPENDIX C

Interlibrary Cooperation: A Wisconsin Plan

A Report of the Task Force on Interlibrary Cooperation and Resource Sharing (1976)

INTERLIBRARY LOAN

Recommendations:

1. Investigation of easier and more equitable interloan channels based on the needs of different types of libraries should be carried out at both the area and state level.

2. Investigation of firm state funding (not based on individual contracts) for interlibrary loan should be carried out at the state level.

3. A uniform interlibrary loan code which would define interloan procedures and channels more clearly should be developed and published at the state level.

REFERENCE REQUEST REFERRAL

Recommendations:

1. The value of reference request referral should be explored further among libraries of all types.

2. Standardized procedures and format for reference request referral should be formulated and published at the state level.

3. Continuing emphasis should be placed on identifying specialized collections and staff expertise and channels for reference referral should be designated.

4. Communication and advanced information retrieval technologies, such as those discussed in the next section of this chapter, should be used to enhance referral and answering of reference requests.

APPENDIX D

WISCONSIN GOVERNOR'S CONFERENCE ON LIBRARY AND INFORMATION SERVICES (1978)

The following are descriptions of 8 of the 10 priority resolutions from the Wisconsin Governor's Conference which relate to resource sharing and interlibrary loan:

Priority	Description
1	Designation of Library of Congress as National Library
2	Adequate/stable funding for state level resources, e.g., WILS
3	National standards for technology
4	Ongoing funding for multitype and intertype library cooperation and resource sharing
6	Legislative agencies study resource sharing patterns to establish efficient and economic channels
7	Federal Government continue support for preferential library postage rates
8	Support for recommendations of Task Force on Interlibrary Loan Cooperation and Resource Sharing
9	Development and funding of national network

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